



STATE OF MAINE
BUREAU OF GENERAL SERVICES

*Architect / Engineer
Procurement Process*

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subs. 6), described briefly here.

- 1.) The [advertisement](#) of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself approved and funded. A clear scope of services statement is an essential component of the advertisement.
- 2.) [Interested firms respond](#) to the Request for Qualifications (RFQ) as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
- 3.) The [Selection Committee screens all submissions](#) and invites the most qualified firms to interview for the project, typically three to five firms.
- 4.) The [Selection Committee interviews the firms](#).
- 5.) The [Selection Committee ranks all of the interviewed firms](#). The Committee [negotiates an agreement](#) with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
- 6.) A [BGS Professional Services Agreement](#) is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.



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Notice to Architects and Engineers
Request for Qualifications

The State of Maine Department of Corrections wishes to procure architectural/engineering services for the **Maine Correctional Center Feasibility Study** at the Maine Correctional Center in Windham, Maine.

The scope of this project includes, but is not limited to, a general assessment of the existing site and facilities, programming, cost estimating, development of concept plans and specifications, and presentation graphics. *The selected firm will be required to closely coordinate this work with other consultants contracted by the Owner.*

The scope of this project also includes:

- General site observations and conditions assessments to on structural conditions, building envelopes, mechanical, electrical, and plumbing systems, life safety, accessibility, energy efficiency, and hazardous materials.
- Evaluation of all elements of the physical plant to determine the relative feasibility of continued use, or renovation, or new construction to meet the functional needs of the future.
- Code compliance analysis of the buildings to identify categories of existing deficiencies.
- Graphic documentation of existing conditions.
- Graphic depiction of options which represent the greatest operational and cost efficiencies.
- Schematic design indicating use of spaces, conceptual description of mechanical and electrical renovations, and projected costs.
- Recommendations for corrective actions for existing buildings and systems relative to the schematic design.
- Commentary on regulatory impacts for existing and proposed buildings and systems relative to the schematic design.
- Cost estimates for the entire project, showing discrete areas of work, phases, systems, and categories as required.
- Collaborative and iterative work with the Department of Corrections and other consultants on each of the subject areas described in this solicitation.
- Collaborative work with the Department of Corrections and other consultants to develop a final report.
- Presentation of the study to the Department of Corrections and Legislative committees and others as needed.
- Other tasks necessary for the successful completion of the overall goal, as required by the Department of Corrections.



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Interested firms should submit *three paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- A. qualifications to undertake this project;
- B. experience with budgets and project cost control, with some results of the firm's activities;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. profiles of key personnel who will be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to [Mark McCarthy, Correctional Operations Manager, Department of Corrections, 111 State House Station, Augusta, Maine 04333-0111](#) so as to be received not later than **1:00 PM** on **29 October 2013**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to Mark.S.McCarthy@Maine.gov so as to meet the deadline noted above.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.